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1 December 1964

**CHIEF
PROCUREMENT BRANCH
GS-15**

I. JOB SUMMARY

Under the general direction of the Chief of the Map Library Division, serves as 1) the Deputy to the Division Chief, holding full authority in that capacity in his absence, 2)

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3) Chief of the 25X1C4a

Procurement Branch with responsibility for providing the planning, liaison, coordination, staff support, and supervision necessary to furnish support to the collection of maps, map intelligence, aerial mapping photography, geodetic data, and related materials from foreign sources and from U.S. Government and private sources in fulfilling map and map-intelligence requirements of the CIA and other intelligence and mapping agencies.

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GROUP 1
Excluded from automatic
downgrading and
declassification

State Dept. declassification & release instructions on file

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II. DUTIES AND RESPONSIBILITIES

As Deputy to the Chief, Map Library Division, assists in the formulation of Division policies and acts for the Chief in his absence, having full authority in that capacity for direction and supervision of the Map Library, and attending ORR and Geographic Area staff meetings. The Deputy to the Chief assumes responsibility for the Map Library frequently, sometimes for extended periods, because the Division Chief

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is away from the Map Library for short periods on an almost daily basis and for longer periods when his duties require foreign travel.

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As Deputy to the Chief, has responsibility for direction and guidance of Map Library planning and activities in the field of automation, keeping abreast of developments in Automatic Data Processing that may be applicable to the Map Library operations, exploring possibilities and directing experiments pertaining thereto, and implementing plans and policies as they are developed.

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As Chief, Procurement Branch, serves as CIA representative on the Inter-Agency Map Procurement Coordinating Committee, participating in committee activities together with representatives of Army, Navy, Air Force, and other U. S. Government mapping agencies in formulating the coordinated requirements and recommendations of these agencies in regard to map and map-information procurement. This involves the determination of CIA requirements for foreign map procurement through analysis of current and proposed research activities, awareness of the current world political situation, and continuing review of map-production activities of foreign governmental, commercial, and private organizations.

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Is responsible for maintaining effective working relationships with the agencies represented on the Inter-Agency Map Procurement Coordinating Committee. Formulates and reviews procedures for appropriately informing the other mapping agencies regarding information received from the Department of State that relates to the activities and programs of the Geographic Attachés abroad. Insures the conduct, within the Procurement Branch, of a continuous program of review of all incoming maps and related publications received through the foreign map-procurement program to determine the appropriate distribution of materials in accordance with the requirements of the various mapping agencies. Establishes and maintains efficient procedures for coordinating the specific and general map requirements of the other mapping agencies with those of CIA and for the fulfillment of these requirements through appropriate channels -- the CIA, the Department of State, or the military services.

Directs analyses, on a regional basis, of the holdings of the Map Library for the purpose of initiating procurement requirements. Reviews drafts of these requirements and of instructions and other correspondence initiated and prepared in the Branch for review and


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action by the Department of State, with subsequent transmittal to
Geographic Attachés and 

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Is responsible for the preparation of coordinated recommendations
to the Department of State relating to the itineraries of the several
Geographic Attachés assigned to foreign countries. 

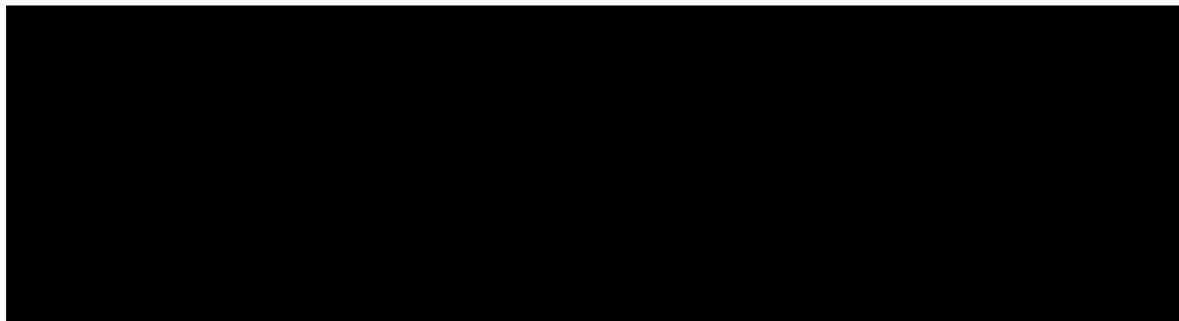
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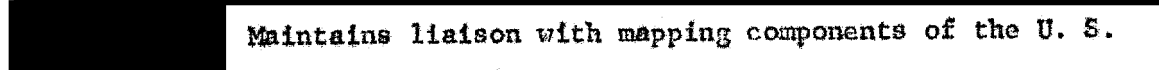
Directly supervises the conduct of the domestic procurement program for maps, aerial mapping photography, geodetic data, map intelligence, and related information for foreign areas. Develops contact with commercial and other private organizations which might prove to be the sources of maps. Insures that all requirements for domestic procurement have been properly coordinated within the mapping community prior to their submittal

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Maintains liaison with mapping components of the U. S.

Government interested in collection and utilization of maps and engaged in production of maps of foreign areas. Makes recommendations to the Chief, Map Library Division, for specific missions to be conducted by Branch personnel in connection with domestic procurement.

Acts as the responsible officer for function of CIA 25X1A12a Map Library in relation to Department of Defense elements in initiating mapping programs and securing photography. This may include

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continuing liaison activity among the Washington and the field participants. Such activities may relate to the initiation of

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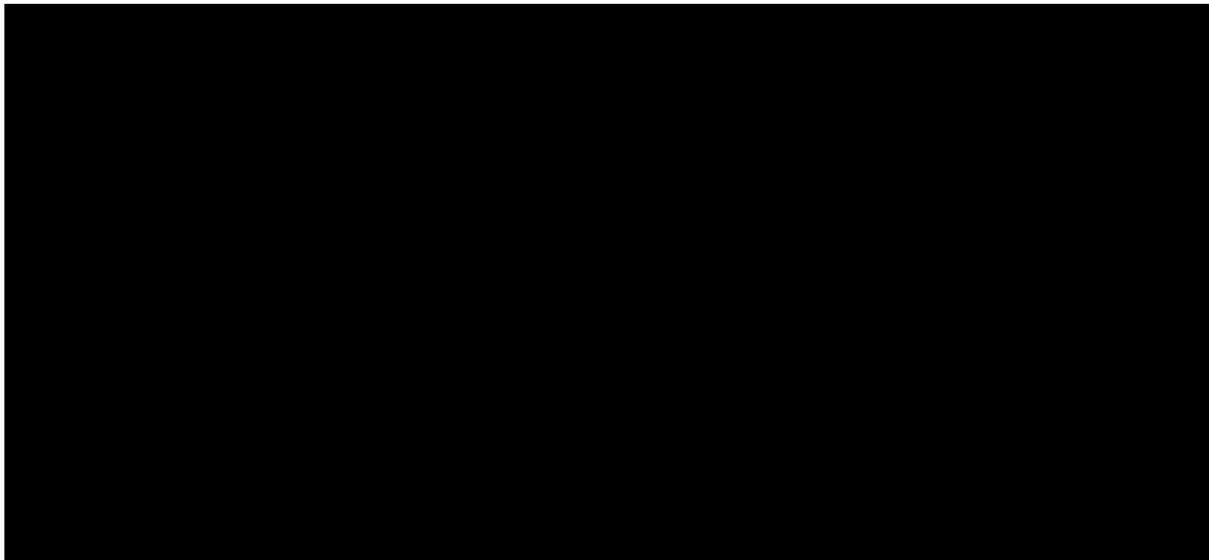
and the follow-up activity of preparation of topographic or other maps, or to the exchange of technical personnel, loan of equipment, and related matters. Altogether, these activities require substantive knowledge, liaison ability, and a careful attention to the security aspects of the projects.

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Interprets and elaborates Division policies and goals and assigns work, furnishes general direction and review to, and resolves the problems of substance and technique of a Branch of 14 persons, composed largely of professional geographers. Coordinates Branch activities with other Map Library Branch Chiefs, and assures that members of his Branch establish and maintain proper coordination with members of other Branches. Maintains a program of training of Branch personnel to develop the knowledge and skills necessary to enable them to carry out their assigned duties in an effective manner.

III. SUPERVISION AND GUIDANCE RECEIVED

Works under the broad policy direction of the Chief, Map Library

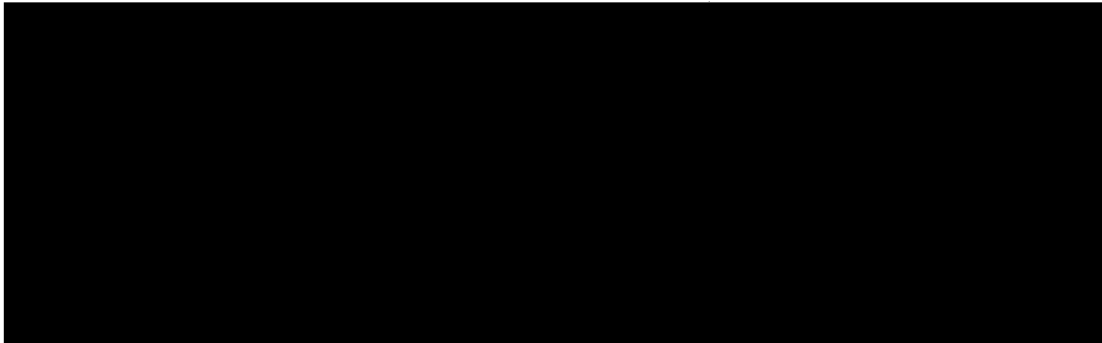
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Division, ORR. Superior's directions are usually oral and are broad and generalized in form, with no specific outlines or detailed instructions. Incumbent consults with superior as necessary, particularly when problems arise or new information is received that might affect the basic policy of the Division or of the procurement program of the Department of State. Is responsible for insuring that Division policies and administrative procedures are observed in Branch operations; otherwise, job is controlled by Agency, Office, Area, and Division regulations and directives, and

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IV. SPECIAL FACTORS

Must have detailed knowledge of the handling of highly classified and sensitive information, including operational support intelligence.

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Special SI [redacted] clearances are required.

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